

FREQUENTLY ASKED QUESTIONS

- Preparatory and Exploratory Students (What is the difference and how are entered?)

How do you determine whether a student is preparatory or exploratory?

An exploratory student is enrolled in the first or second class of a major and has not declared a major. A preparatory student has declared a major or is enrolled in the third class of a major.

Is it possible to have an exploratory student enrolled in a preparatory program?

Yes. Although a program may be a preparatory program, a student may be classified as an exploratory student within the program.

- Academic Disadvantaged (How to know when a student is disadvantaged)

How do you determine if a student is academically disadvantaged?

If a student has a GPA of less than 2.0 on a 4.0 scale or if a student

- Tech Prep (How to know when a student is Tech Prep)
(To be completed)

- Add/Delete Programs (How to add and delete programs)

How do I add or delete a program from my list of available program?

You must contact the TEDS consultant at KDE to add or delete programs from your list of available programs.

- Sections (How to add, delete, and name sections)

How do I add or delete a section?

To add a section, click “add section” once you are within the program where the section is to be added. To delete a section, click “edit section” and enter a “To Date” that is before the current date. The section will be visible until the data is rolled over to the next year.

Does it matter what I name a new section?

Yes. A section should have the same name as the career major with which it relates. If there is more than one section in any major, the same name should be used followed by a number. For example, Accounting – 1; Accounting – 2, etc. This improves consistency throughout the state and makes it easier to identify how sections relate to career majors.

How do I know which class or classes make up a section?

We recommend using the “Description” line of a new section to record the course name used as the school level. This line may also include the teacher’s name.

Does it matter how many students are entered in a section?

Yes. The system programmers have found that sections containing more than 100 students cause more problems related to data access, ease of use, and processing time.

We recommend entering less than 100 students in each section.

How do I decide which students to enter in each section?

This is a school decision, but some suggestions are divisions by teacher, by block, or by grade level.

- Adding /Deleting Students (How to add or delete a student.)

How do I add a new student to a section?

Go to the section where you want to add the student. Click “add new”. A search window will appear. Type in the last name of the student and/or the SS# and click “search”. If the correct student is already in the database, click the student name once and then click

“add new,” fill in the required fields and save the record. If the student is not in the database, click “add new” and enter the required fields in the demographic portion at the top of the screen and the enrollment information at the bottom of the screen.

How do I delete a student that should not be on the class list?

Go to the class list, click once on the student name, then click the “delete” button at the bottom of the screen.

How do I terminate a student that has left the program?

Go to the class section and click “termination”. Once in the termination screen, enter a default termination date (use the format 99/99/9999) in the box above the list of student names. This will enter the same date for all students terminated in this section. Click on the drop-down menu beside the student to be terminated, and select the correct termination status. The default date will be entered automatically.

How do I know which termination status to use?

Secondary teachers (middle and high school) should use one of the following termination statuses:

Completer and Graduate – a secondary student who completes the requirements to receive a certificate for the technical program AND also earns a high school diploma.

Completer and Not Graduate – a secondary student who completes the requirements to receive a certificate for the technical program but DOES NOT earn a high school diploma.

Graduated Without Completing – a secondary student who exits the program without completing the requirements for a program certificate but does receive a high school diploma.

Secondary to Post-Secondary – a secondary student who completes the secondary level and pursues the same technical program at the post-secondary level.

Left Without Completing or Graduating – a student who exits secondary education and does not complete the requirements for a program certificate OR high school diploma.

Transfer – a student who exits a technical program by changing to another technical program at the same school or changes to a different school OR a student who exits the technical program by return to academic courses.

Delayed Return to Secondary Program – a student who exits the technical program by returning to academic courses but intends to return to the technical program during a later semester or school year.

What is the difference between deleting a student and terminating a student?

Deleting a student removes the student from a class list that should not be there.

Terminating a student indicates that a student who was in the program is leaving.

➤ **Aggregate Data vs. Individual Data** (What it is and what is the difference.)

What is aggregate data?

Aggregate data is total number of enrollments based on various student classifications rather than individual student data. It is a way of entering the total number of students with identical identifying information. Each time a new or additional piece of information is added or changed, a new aggregate enrollment number must be entered.

When should I enter a student as an individual record rather than as number (aggregate)?

You must enter all preparatory students as an individual record. Exploratory students may be entered as individual records, but this is optional. When you have an entire section of exploratory students, you may enter the aggregate (total) numbers rather than entering individual records.

Is the school funding affected if exploratory students are entered as aggregate data instead rather than as individual records?

No, funding is not affected as long as students are classified correctly as exploratory.

➤ **Rollover** (What it is, how to do it, and why do it.)

What is a rollover?

A rollover is when data from one year is rolled forward to the next year so that data for students who are continuing in the program are already entered.

How do I do a rollover?

A rollover cannot be done at the school level. A request for a rollover must be sent to the TEDS consultant at KDE.

When is a rollover done?

A rollover is done sometime between the end of one school year and the beginning of the next before a scheduled deadline. Rollovers are processed upon request on a school-by-school basis.

➤ **Entering the Data** (How to get started and when you should be finished.)

Who can enter student data into TEDS?

Anyone designated by the school to data entry may do so. However, each user must have his/her own userid and password to use the system. The userid and password must not be shared with others.

How do I get a userid and password?

A userid and password is obtained by completing a standard "Userid Request Form" available upon request from KDE. Once completed and signed by the user and the supervisor, the form may be mailed or faxed for processing.

When are the deadlines for entering data?

Data for the previous year (2001-02) should be entered no later than October 15th. Data for the current year (2002-03) should be entered no later than November 1st. The deadline for LAVECs (Local Area Vocational Education Centers) to enter current year data (2002-03) is October 1st. Data for the previous year should be entered and verified prior to this date.

➤ **Career Clusters & Career Majors (include Crosswalk)** (Includes a list of career clusters and career majors within each cluster.)

How do I know what the career clusters and majors are?

The career clusters and career majors are in an easy to follow format on a "Sample Crosswalk" used to compare course offerings, TEDS data entry, skills standards testing, and CTSOs (Career and Technical Student Organizations).

How To (How to print reports and verify data)

Once data has been entered, it is important for users to keep a printed copy of data. It is equally important for users to know how to review data and verify it is correct.

➤ **Printing Reports** (How to make a hardcopy of TEDS data.)

Why should I print reports?

Since TEDS data are in “real time” data changes are immediate. It is recommended that users make periodic printouts—especially immediately before and after making major changes to data.

How do I print a report?

There are several types of reports available to be printed. To print a report, go to “Reports” on the main menu and choose “Institution Reports”. You may then select the type of report you want to print. Follow the menu to select the data you would like to appear on the report.

What is the “Duplicate Federal Indicator” Report?

This is a report that easily shows if a student has been marked as “Federal Reporting” in more than one place or not at all. A “yes” indicates a student has been marked in more than one place; a blank indicates that the student has not been marked. A blank “Duplicate Federal Indicator” Report means there are no duplications or unmarked student records.

How do I check aggregate data?

To check the “actual” aggregate numbers in each section, go to the section you want to check and click “aggregate” at the bottom of the screen and the aggregate numbers will be displayed along with a “batch total.” The aggregate data is printed as part of the “Enrollment Report” when the box is checked to “Include Aggregate Data” before printing an enrollment report.

How to Get Help (How to contact someone when you need help.)

When you require assistance, you may get help by sending an email to Ruby Smith, TEDS Consultant, at rsmith@kde.state.ky.us or by calling (502) 564-3775.

➤ **Emails and Phone Calls** (Ways to get help for assistance.)

What is the best way to get help when I need it?

Emails are the most efficient, most effective way to get help because the requests are received in order and are already in writing which reduces duplication and inaccurate transfer of information.

How can I improve communications and response time?

Use the “subject” line effectively by using a subject that relates to the message. For example, if you cannot gain access to your account because your userid is locked, use the subject “Userid Locked”. Other subjects may include: Rollover, Report Error, Delete Section, etc.

How much identifying information should I include in messages?

When sending a message that requires a response, include your name, the full name of the school in question, and your phone number. The same information should be included in phone messages. Please speak slowly and clearly.